

**LICENSEE FILE CD REQUEST**RE 775 (Rev. 7/02) *Formerly RE 249***Please read all instructions on page 3 before completing this form.**

| <b>SHIPPING INFORMATION</b>   |  |   |                              |
|---|--|---|------------------------------|
| SHIP TO:  |  |   | JOB # — FOR OFFICE USE ONLY  |
| ATTN:   |  |   | DATE SHIPPED                 |
| 1ST LINE OF ADDRESS   |  |   | SUBSCRIPTION EXPIRATION DATE |
| 2ND LINE OF ADDRESS, IF ANY   |  |   |                              |
| CITY  |  | STATE   | ZIP CODE                     |
| CONTACT PERSON  |  |   | PHONE NUMBER                 |
| <b>Requestor Certification</b><br><i>I (requestor) hereby certify that I have read and understand the information on page 3 and I understand that the fees are not refundable or transferrable.</i> |  | SIGNATURE OF REQUESTOR _____<br>DATE _____                    |                              |
| <b>TO PURCHASE FILE BY CREDIT CARD, COMPLETE THE FOLLOWING:</b>   |  |   |                              |
| METHOD OF PAYMENT<br><input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD  |  | ACCOUNT NUMBER _____<br>EXPIRATION DATE OF CARD _____         |                              |
| SIGNATURE OF CARDHOLDER _____<br>»  |  | AMOUNT AUTHORIZED \$ _____<br>APPROVAL # — DRE USE ONLY _____ |                              |
| PRINTED NAME OF CARDHOLDER _____  |  | TELEPHONE NUMBER _____<br>REFERENCE # — DRE USE ONLY _____    |                              |
| <b>FILE INFORMATION</b>   |  |   |                              |

**Note:** None of the licensee list files are in a “label-ready” format. It will be the *purchaser’s responsibility* to import and process the data using a software product of the *purchaser’s choice*. Department of Real Estate staff will not be available to offer assistance in helping the purchaser import or process the files.

**SELECT ONE FILE TYPE**

- ☐ 1. ALL STATE CD—MAILING LIST FILE ..... ☐ SINGLE MONTH PURCHASE (\$50) OR ☐ 12-MONTH SUBSCRIPTION (\$550)
- ☐ 2. ALL STATE CD—CURRENT LICENSEES FILE .... ☐ SINGLE MONTH PURCHASE (\$50) OR ☐ 12-MONTH SUBSCRIPTION (\$550)
- ☐ 3. FILE OF SELECTED LICENSEES ON CD (\$25) — COMPLETE 3A, 3B, AND 3C.

**3A. LICENSE TYPE** *(check one or more)*

- ☐ SALESPERSON    ☐ CORPORATION  
☐ BROKER    ☐ OFFICER

**3B. SIZE LIMITATIONS** *(check one or more)*

- ☐ ALL NAMES  
**OR**  
☐ LIMIT TO \_\_\_\_\_ NAMES  
☐ SELECT EVERY \_\_\_\_\_ NAME (10th, 20th)

**3C. INDICATE THE TYPE OF SELECTED LICENSEE LIST BELOW** *(Only one type of list may be ordered per request form)*

- ☐ **NEW LICENSEES ONLY** *(Indicate beginning and ending dates. Beginning date must be within last four years)*

BEGINNING DT. \_\_\_\_\_ MM/DD/YYYY

ENDING DATE \_\_\_\_\_ MM/DD/YYYY

**AREA DESIGNATION FOR “NEW” LIST** *(choose one only)*

- ☐ SPECIFIC ZIP CODES    ☐ SPECIFIC COUNTIES  
☐ ALL MAILING ADDRESSES  
☐ ALL CALIF. MAILING ADDRESSES  
☐ ADDRESSES OUTSIDE CALIFORNIA (IN USA)  
☐ ADDRESSES OUTSIDE USA

- ☐ **EXISTING LICENSEES** *(includes new licensees)*

**AREA DESIGNATION FOR “EXISTING” LIST** *(choose one only)*

- ☐ SPECIFIC ZIP CODES \* — 45 ZIPS OR ZIP RANGES LIMIT  
☐ SPECIFIC COUNTIES \* — 25 COUNTY LIMIT  
☐ ADDRESSES OUTSIDE CALIFORNIA (IN USA)  
☐ ADDRESSES OUTSIDE USA

\* Enter specific zip codes or specific counties on page 2.

**Just A Reminder – Complete either Zip Codes or Counties, but not both.**

[illegible]

- |                             |              |                             |             |                             |                     |                             |               |                             |          |
|-----------------------------|--------------|-----------------------------|-------------|-----------------------------|---------------------|-----------------------------|---------------|-----------------------------|----------|
| <input type="checkbox"/> 01 | Alameda      | <input type="checkbox"/> 15 | Kern        | <input type="checkbox"/> 29 | Nevada              | <input type="checkbox"/> 41 | San Mateo     | <input type="checkbox"/> 55 | Tuolumne |
| <input type="checkbox"/> 02 | Alpine       | <input type="checkbox"/> 16 | Kings       | <input type="checkbox"/> 30 | Orange              | <input type="checkbox"/> 42 | Santa Barbara | <input type="checkbox"/> 56 | Ventura  |
| <input type="checkbox"/> 03 | Amador       | <input type="checkbox"/> 17 | Lake        | <input type="checkbox"/> 31 | Placer              | <input type="checkbox"/> 43 | Santa Clara   | <input type="checkbox"/> 57 | Yolo     |
| <input type="checkbox"/> 04 | Butte        | <input type="checkbox"/> 18 | Lassen      | <input type="checkbox"/> 32 | Plumas              | <input type="checkbox"/> 44 | Santa Cruz    | <input type="checkbox"/> 58 | Yuba     |
| <input type="checkbox"/> 05 | Calaveras    | <input type="checkbox"/> 19 | Los Angeles | <input type="checkbox"/> 33 | Riverside           | <input type="checkbox"/> 45 | Shasta        |                             |          |
| <input type="checkbox"/> 06 | Colusa       | <input type="checkbox"/> 20 | Madera      | <input type="checkbox"/> 34 | Sacramento          | <input type="checkbox"/> 46 | Sierra        |                             |          |
| <input type="checkbox"/> 07 | Contra Costa | <input type="checkbox"/> 21 | Marin       | <input type="checkbox"/> 35 | San Benito          | <input type="checkbox"/> 47 | Siskiyou      |                             |          |
| <input type="checkbox"/> 08 | Del Norte    | <input type="checkbox"/> 22 | Mariposa    | <input type="checkbox"/> 36 | San Bernar-<br>dino | <input type="checkbox"/> 48 | Solano        |                             |          |
| <input type="checkbox"/> 09 | El Dorado    | <input type="checkbox"/> 23 | Mendocino   | <input type="checkbox"/> 37 | San Diego           | <input type="checkbox"/> 49 | Sonoma        |                             |          |
| <input type="checkbox"/> 10 | Fresno       | <input type="checkbox"/> 24 | Merced      | <input type="checkbox"/> 38 | San Francisco       | <input type="checkbox"/> 50 | Stanislaus    |                             |          |
| <input type="checkbox"/> 11 | Glenn        | <input type="checkbox"/> 25 | Modoc       | <input type="checkbox"/> 39 | San Joaquin         | <input type="checkbox"/> 51 | Sutter        |                             |          |
| <input type="checkbox"/> 12 | Humboldt     | <input type="checkbox"/> 26 | Mono        | <input type="checkbox"/> 40 | San Luis            | <input type="checkbox"/> 52 | Tehama        |                             |          |
| <input type="checkbox"/> 13 | Imperial     | <input type="checkbox"/> 27 | Monterey    |                             | Obispo              | <input type="checkbox"/> 53 | Trinity       |                             |          |
| <input type="checkbox"/> 14 | Inyo         | <input type="checkbox"/> 28 | Napa        |                             |                     | <input type="checkbox"/> 54 | Tulare        |                             |          |

| SPECIFIC ZIP CODES OR RANGES OF ZIP CODES |  |
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Enter either a range of zip codes in the “from/thru” columns or specific zip codes in the “from” column.

[illegible]

The California Department of Real Estate (DRE) offers non-confidential licensee information on CD-ROM. Each CD-ROM contains a copy of the licensee file in the following four formats which can be imported into most database programs:

- Tab delimited
- Comma delimited
- DBF (can be opened with several commonly used database application software products such as Microsoft FoxPro, Microsoft Access, Borland dBase (version 3 and greater), and Computer Associates Clipper).
- Fixed length (302 characters per record)

**Note:** None of the licensee list files are in a “label-ready” format. It will be the *purchaser’s responsibility* to import and process the data using a software product of the *purchaser’s choice*. Department of Real Estate staff will not be available to offer assistance in helping the purchaser import or process the files.

Some software applications have limitations as to the number of records that can be loaded. Check with your software manufacturer for any limitations it may have. Refer to the attached *Approximate Number of Licensees*.

Refer to the attached RE 776 for the record layout.

### 1. All State CD—Mailing List File

This file contains the names, mailing addresses, and other license information of *current* licensees. The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers; and the designated officer’s ID for corporations. The file does not include:

- Licensees who have requested to be excluded from mailing lists, and
- Records with unreliable mailing addresses.

This file may be purchased monthly or as a 12-month subscription.

- The monthly purchase charge is \$50, payable in advance.
- The 12-month subscription is \$550 for a contiguous 12-month period, payable in advance.

### 2. All State CD—Current Licensees FILE

This file contains the names, mailing addresses, and other license information of *current* licensees. The file *includes* licensees who are known to have unreliable mailing addresses. Also included are the names and license information (but not the addresses) of licensees who have requested to be excluded from lists that are used for mass mailing purposes. An indicator in the record will distinguish if the address is included and if it is unreliable. In addition, there will be multiple records for brokers that hold more than one real estate license (individual broker/corporation officer license). The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers; and the designated officer’s ID for corporations.

The cost for this file is the same as for the “All State CD—Mailing List File” and may be purchased monthly or as a 12-month subscription.

### 3. File of Selected Licensees

This file is offered with a choice of either *existing licensees* or *new licensees*. Both files include the names, mailing addresses, and other license information of current licensees. The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers, and the designated officer’s ID for corporations. The file does not include:

- Licensees who have requested to be excluded from mailing lists, and
- Records with unreliable mailing addresses.

**Existing Licensees** – This file contains the above information of current licensees, including new licensees.

**New Licensees** – This file contains the above information of original licensees issued during a specific period.

Within each file, the choice of licensees may be limited to selected license types and/or either selected counties or selected zip codes. Refer to the attached *Approximate Number of Licensees per County* document to *estimate* the volume of names you are ordering.

The cost for either of these files is \$25, payable in advance.

### Sort Order of Files

If specific *zip codes* are requested, the file will be in zip code order (sorted to first five digits only) and then ID# order within zip codes.

If specific *county codes* are requested, the file will be in county code order and then ID# order within county codes.

All other files will be in ID# order.

### General Information

- Only one type of file may be ordered per request form. Please use additional forms as necessary.
- Please type or print clearly.
- Fees may be charged (VISA or MasterCard) or paid with a personal check or money order. Make check/money order payable to: Department of Real Estate.
- Please mail the completed form and appropriate fee to:  
Department of Real Estate  
P.O. Box 187006  
Sacramento, CA 95818-7006
- All costs, including mailing charges, are included in the fee.
- **Fees are not refundable or transferrable.** Requests received without the proper fee will be returned to the sender.

*Please call (916) 227-0852 with questions.*

## APPROXIMATE NUMBER OF LICENSEES PER COUNTY [AS OF: 7/8/02]

| County             | County Code | Salesperson    | Brokers       | Officers      | Corporations  | Total          |
|--------------------|-------------|----------------|---------------|---------------|---------------|----------------|
| Alameda            | 01          | 4,785          | 2,207         | 343           | 310           | 7,645          |
| Alpine             | 02          | 1              | 1             | 0             | 0             | 2              |
| Amador             | 03          | 102            | 63            | 11            | 14            | 190            |
| Butte              | 04          | 443            | 297           | 25            | 21            | 786            |
| Calaveras          | 05          | 210            | 117           | 8             | 9             | 344            |
| Colusa             | 06          | 30             | 12            | 2             | 2             | 46             |
| Contra Costa       | 07          | 4,393          | 2,176         | 378           | 364           | 7,311          |
| Del Norte          | 08          | 33             | 21            | 1             | 0             | 55             |
| El Dorado          | 09          | 716            | 336           | 40            | 37            | 1,129          |
| Fresno             | 10          | 1,667          | 895           | 148           | 152           | 2,862          |
| Glenn              | 11          | 32             | 25            | 0             | 0             | 57             |
| Humboldt           | 12          | 204            | 163           | 10            | 8             | 385            |
| Imperial           | 13          | 141            | 70            | 5             | 6             | 222            |
| Inyo               | 14          | 32             | 21            | 2             | 2             | 57             |
| Kern               | 15          | 1,349          | 535           | 87            | 74            | 2,045          |
| Kings              | 16          | 132            | 67            | 12            | 9             | 220            |
| Lake               | 17          | 211            | 106           | 6             | 5             | 328            |
| Lassen             | 18          | 56             | 27            | 2             | 1             | 86             |
| Los Angeles        | 19          | 36,661         | 15,046        | 3,138         | 3,147         | 57,992         |
| Madera             | 20          | 294            | 147           | 22            | 19            | 482            |
| Marin              | 21          | 1,237          | 874           | 134           | 113           | 2,358          |
| Mariposa           | 22          | 41             | 30            | 3             | 2             | 76             |
| Mendocino          | 23          | 232            | 163           | 18            | 11            | 424            |
| Merced             | 24          | 353            | 118           | 15            | 16            | 502            |
| Modoc              | 25          | 27             | 13            | 0             | 0             | 40             |
| Mono               | 26          | 113            | 60            | 7             | 8             | 188            |
| Monterey           | 27          | 979            | 604           | 92            | 84            | 1,759          |
| Napa               | 28          | 391            | 192           | 29            | 33            | 645            |
| Nevada             | 29          | 502            | 281           | 43            | 37            | 863            |
| Orange             | 30          | 16,449         | 7,496         | 1,541         | 1,612         | 27,098         |
| Placer             | 31          | 1,776          | 806           | 116           | 110           | 2,808          |
| Plumas             | 32          | 109            | 50            | 7             | 8             | 174            |
| Riverside          | 33          | 6,946          | 2,631         | 397           | 394           | 10,368         |
| Sacramento         | 34          | 4,532          | 2,034         | 347           | 322           | 7,235          |
| San Benito         | 35          | 193            | 59            | 10            | 9             | 271            |
| San Bernardino     | 36          | 5,224          | 1,818         | 339           | 365           | 7,746          |
| San Diego          | 37          | 12,213         | 5,960         | 1,171         | 1,163         | 20,507         |
| San Francisco      | 38          | 2,649          | 1,720         | 323           | 291           | 4,983          |
| San Joaquin        | 39          | 1,525          | 549           | 93            | 85            | 2,252          |
| San Luis Obispo    | 40          | 1,081          | 664           | 93            | 95            | 1,933          |
| San Mateo          | 41          | 3,002          | 1,562         | 262           | 237           | 5,063          |
| Santa Barbara      | 42          | 1,354          | 763           | 121           | 113           | 2,351          |
| Santa Clara        | 43          | 6,741          | 2,819         | 549           | 506           | 10,615         |
| Santa Cruz         | 44          | 982            | 481           | 66            | 66            | 1,595          |
| Shasta             | 45          | 553            | 280           | 40            | 40            | 913            |
| Sierra             | 46          | 5              | 7             | 1             | 0             | 13             |
| Siskiyou           | 47          | 105            | 69            | 5             | 6             | 185            |
| Solano             | 48          | 1,237          | 479           | 65            | 64            | 1,845          |
| Sonoma             | 49          | 1,763          | 897           | 121           | 125           | 2,906          |
| Stanislaus         | 50          | 1,332          | 447           | 62            | 61            | 1,902          |
| Sutter             | 51          | 166            | 122           | 22            | 18            | 328            |
| Tehama             | 52          | 79             | 65            | 5             | 3             | 152            |
| Trinity            | 53          | 29             | 18            | 0             | 0             | 47             |
| Tulare             | 54          | 539            | 324           | 39            | 35            | 937            |
| Tuolumne           | 55          | 235            | 106           | 17            | 16            | 374            |
| Ventura            | 56          | 3,293          | 1,474         | 211           | 219           | 5,197          |
| Yolo               | 57          | 322            | 171           | 36            | 26            | 555            |
| Yuba               | 58          | 74             | 37            | 3             | 2             | 116            |
| <b>Sub Total</b>   | .....       | <b>129,875</b> | <b>58,575</b> | <b>10,643</b> | <b>10,475</b> | <b>209,568</b> |
| Out of State       | 98          | 1,515          | 1,394         | 150           | 133           | 3,192          |
| Out of Country     | 99          | 23             | 22            | 0             | 0             | 45             |
| <b>Grand Total</b> | .....       | <b>131,413</b> | <b>59,991</b> | <b>10,793</b> | <b>10,608</b> | <b>212,805</b> |